



BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	Unit 9: Team Building in Business
Learning aim(s) (For NQF only)	A: Examine the benefit of teams in business setting B: Investigate techniques and theories used for the development of an effective business team
Assignment title	Effective Business Teams
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are working part time as a customer care assistant in a branch of a national high street retailer. You are hoping that in the not too distant future you will be given the opportunity to take on a supervisor role in one of the departments. You have discussed with your line manager how you might prepare yourself for this future role, and it has been suggested that you carry out a short research task to investigate what constitutes an effective team, and the part they play in achieving corporate objectives. You feel this is good advice, and wonder how you might complete this task. You need to select a business organisation to investigate the benefits of team work. You decide that you should examine the theory linked to teams and team working to help you make informed judgements about what a good team looks like.
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Task 1	You are to research a business organisation and, at least one other business that uses team work to good effect. Your research will then be used to produce a report in two parts that provides your line manager with your findings on effective teams. Part one of the report will include an explanation, using
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	examples, of the types, purposes and characteristics of an effective team from the chosen business you have researched. This part of the report should also include an assessment and evaluation of the benefits this team brings to the organisation. The evaluation must be supported by specific examples from your chosen business, and also from the second business.
Task 2	The second part of your report will focus on a discussion of the roles within an existing team and the team dynamics at play as the team works to achieve its stated objectives. Appropriate team theory will be used to provide an analysis and evaluation of the overall performances and effectiveness of the team, the individual team members, and the team leader. Remember to consider team conflict and ways that conflict is overcome as part of your evaluation. Appropriate recommendations on how the cohesiveness could be improved will be justified using team theory.
Checklist of evidence required	A report in two parts
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
9/B.D2	Evaluate the effectiveness of an existing business team to include overall team performance, individual performance and leadership linking to theory.
9/A.D1	Justify how and why a given team will benefit a chosen business.
9/B.M2	Analyse the roles and dynamics of an existing business team and make recommendations for improvements to its cohesiveness
9/A.M1	Assess how and why a given team will benefit a chosen business
9/B.P4	Discuss the dynamics of an existing team and how they work towards their goals.
9/B.P3	Discuss the roles within an existing team at a chosen business giving clear links and references to a recognised theorist
9/A.P2	Explain the characteristics of a given team in a chosen business.
9/A.P1	Explain the purpose of a given team in a chosen business.
Sources of information to support you with this Assignment	
Other assessment materials attached to this Assignment Brief	<i>eg, work sheets, risk assessments, case study</i>